

## Laptop Computer Acceptable Use Policy

The Laptop Program provides the Episcopal High School community with a tool to expand its members' learning opportunities. It opens limitless possibilities; users may go virtually anywhere and interact with anyone. With such opportunity comes responsibility. Use of the EHS network and its related computer facilities is a privilege afforded to members of the school community. The School provides a set of guidelines for security and acceptable use, and violations of these guidelines will be handled by the Discipline Council, the Honor Council when they involve violations of the Honor Code, and/or the administration when appropriate. The underlying principle of adherence to these guidelines is an understanding that the manner in which students use their computers reflects their strength of character. The Honor Code states that all members of the community must "uphold the values of honesty and integrity." This is true for all areas of life at EHS, including use of the computers. All members of the EHS community must understand that this tool should be used with good judgment, common sense, and integrity.

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### General Computer Use

#### Chatting

During class, students may not use any chat or collaboration program to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so. This prohibition includes the use of e-mail during class time.

#### Audio

Because computer audio can be distracting and disruptive, the volume setting on the laptops should be completely turned off while students are on campus.

#### Games

Games should never be played in class. Although students may play games during their free time, such activity is discouraged. If a student is using common resources such as an outlet to play games, he or she must yield them to a student who is pursuing legitimate work.

#### Network Access

Students may not access information on any of the School's non-public servers without permission from the administration, nor may they use any other student's computer without permission from that student. Also, no student may change school information or portray himself or herself as another person over the Internet. In addition, students may not monitor network activity or attempt to damage the network. This action is illegal, as well as unacceptable.

#### School Software Information

Students need to maintain a certain amount of space on the hard drive for school software and information. Please leave approximately 150 MB of space free for additional school installations. Since the laptop is personal property, any space beyond the reserved school space may be used for any purpose, as long as it is not illegal, inappropriate, or dishonorable. Keep in mind that the Help Desk may erase everything on the hard drive and reinstall the default school programs if software problems or conflicts are found. Therefore, students should develop the habit of regularly backing up all work.

#### Downloading

The School has a limited amount of information that it can transfer at any one time. This means that downloading large files over the Internet should be avoided during school hours. Users should not deny or interfere with service to other users by "resource hogging." Behavior that may cause excessive network traffic or computing load is not permitted.

#### Printing

All computer users should print only essential material. Paper is a valuable resource and should not be wasted in printing every e-mail received or every website visited. Print responsibly. Also, limitations may be placed on students' permission to print if they abuse this privilege. Students should retrieve their printed material immediately, as the pages are thrown away within a certain amount of time. Students must put their names at the top of all pages printed.

#### Distributing Files / "MP3's and WareZ"

No computer programs (executables), MP3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through e-mail, as well as setting up "servers" on a student's laptop or by any other physical or electronic means. Also, students should not download

[Honor Code](#)  
[Honor Council](#)  
[Code of Conduct](#)  
[Discipline System](#)  
[Discipline Council](#)  
[College Disclosure Policy](#)  
[Punctuality & Attendance](#)  
[EHS Uniform](#)  
[Safety, Order, & Communal Space](#)  
[Outreach & Volunteering](#)  
[Retreats](#)  
[Athletics](#)  
[Laptop Acceptable Use Policy](#)

copyrighted MP3's or non-shareware programs. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously.

**Other People's Laptops**

No student may use another person's laptop to distribute e-mail or any other activity without that person's consent. This prohibition especially includes sending out messages or pretending to be that person on the network.

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**Internet Use****Inappropriate Use**

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related. Students should not access any information of this kind.

**Evaluation**

Since websites can be put up by anyone, no information or content should be taken at face value. Students need to determine the source of the information before using it.

**Documentation**

Students must properly document all material obtained through research on the Internet for use in academic work.

**Safety**

The owners of a site can obtain any information that is entered into websites; however, a website cannot get an e-mail address or name unless it is provided. Students should not give out their home phone numbers or addresses to anyone.

**Disclosing Information**

Students should be very cautious about disclosing any personal information over the Internet. No student should ever disclose another student's or faculty member's personal information without his or her express consent. In addition, e-mail addresses of students, alumni, faculty, and staff should not be published without explicit consent.

**Social Networking**

Students who access social network sites should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the School, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. EHS College Counselors offer the following guidelines:

- Students should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.
- Students should exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed. Privacy settings can be changed at any time to limit access to profiles and content, and these changes should be made accordingly. Change settings of Facebook, MySpace, YouTube, Twitter, and blog accounts to "private." Students need to control who views this material. College admissions counselors across the country can and will use this information. In addition, any profile pages or other means of identification should not use the logos or other intellectual property of Episcopal High School without permission of the Head of School.
- Profile pictures are most effective when tasteful. Students should never upload a photo/video with references to alcohol, drugs, immoral behavior, violence, or anything revealing or sacrilegious. Colleges and future employers may interpret the information in an unfavorable way.
- Students should not list complete birthdays, home addresses, or phone numbers online. Listing this information may result in identity theft or harassment. In addition, students should never befriend someone they don't know, and they should create a limited profile for people they do not trust.
- Some colleges are now communicating with students via Facebook, MySpace, and other social networks. Students are advised to use this communication with caution. It is inappropriate for students to add admission counselors as a friend if not in an official capacity. Students should avoid sending messages to an admission counselor via Facebook. This allows him/her to view a student's profile

for 30 days.

- Students should associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the School, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.
- The most effective use of communication with college reps is through their school address (ending in .edu) and the student's Episcopal e-mail address. Students with Gmail, Hotmail, and other accounts must use acceptable names and avoid references to appearance in personal addresses. For example, musclekid2009@aol.com and blondecutie@gmail.com are inappropriate. EHS gives students an e-mail address for professional communication and communication with colleges.
- Online information is public. Unsuitable information may result in disciplinary action at EHS or admission denial from a university of choice. Parents and students may contact Dean of Students Kim Randolph or the College Counselors with questions about the consequences in terms of discipline or college admission.

## E-mail

### Etiquette

As a rule, one should never say something through e-mail that he/she would not say in person or would be embarrassed to see printed in a newspaper. In addition, personal or highly charged exchanges are best handled in person. Generally, e-mail should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail is prohibited. Remember that when a student sends e-mail, he or she is acting as an ambassador of the School. The correspondence should be courteous and appropriate.

### Bulk E-mail

Users should not send out bulk e-mail, including chain letters, advertisements, or any other message that includes many different recipients without their consent. The Dean of Students must approve beforehand all e-mail that is being sent to the entire School or an entire class.

### Security

Students are responsible for their computers. They must keep their laptops with them or locked in their hallway lockers at all times. Students involved in after-school activities need to ensure that their computers are secure. Laptops may remain locked in their owners' hallway lockers, but not in their athletic lockers. Students should make arrangements for their computers to be monitored by an adult at all off-campus events. The computers must be kept in approved cases and not placed in conventional book bags. Students must notify the School immediately if a computer is missing. Unattended computers in the halls will be picked up and taken to the Office of the Dean of Students for safekeeping, **including during Chapel and after school**. Only the owner may retrieve a computer from that office.

## Laptop Computer Security

Although EHS has a very trusting and open campus and will continue to maintain such a community, reality dictates that our students must take responsibility for ensuring the security of their laptops. All too often, students either leave their laptops unattended or misplace them. A time of special concern is after the academic day, when students are engaged in after-school activities. All unsecured laptops will be picked up by school personnel and may be reclaimed in the Dean of Students' office.

Laptops are never allowed in the Crum Field House.

To promote student responsibility and to increase laptop security, the following policy is in effect:

- The first time a laptop is picked up, the student will be issued a detention.
- The second time a laptop is picked up, the student will be issued a Saturday detention, and the Dean of Students will place a phone call to the parents.
- The third time a laptop is picked up, the student will meet with the Discipline

## Privacy

### Laptop

The laptops are the personal property of the students. However, the School reserves the right to look at a student's hard drive including if there is a reasonable suspicion that the computer is being used for an inappropriate or dishonorable purpose. In addition, information stored on a student's laptop will be accessible to the support crew/faculty if the laptop is turned over for repair. The School will look at a student's hard drive only if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably. However, all information will be accessible to the support crew/faculty when turned over for repair.

### E-mail

All e-mail on the server is available to the Systems Administrators. When users are connected to the network, all activities are logged. School officials can and will be able to view any such log. Honor or harassment issues resulting from misuse will be addressed by EHS administrators and carry strong disciplinary consequences.

### Monitoring

Since the School is to a certain extent, responsible for the actions that take place during school hours, the School will monitor online actions, including logging website access, news-group access, protocol, bandwidth, and network use.

### Consequences for Inappropriate Computer Use

Failure to adhere to the technology conditions and rules of Episcopal High School as outlined above will result in disciplinary action. The use of school computers and the use of school servers to gain access to the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The System Administrator may revoke privileges at any time as required. In addition, the administration, faculty, and staff may request that the System Administrator deny, revoke, or suspend specific user privileges and that appropriate school disciplinary action is taken. Depending on the severity of the violation (to be determined by the system administrator and/or administration), the student may be asked to appear before the Discipline Council. Consequences for such violations range from a warning, with computer privileges being temporarily revoked, to expulsion.

